

**VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES
Byrne Justice Assistance Grant Program**

**GUIDELINES and INSTRUCTIONS for
GRANT APPLICATIONS for NEW PROGRAMS**

Due in hard copy format by 4:00 PM, January 31, 2013



Virginia Department of Criminal Justice Services
1100 Bank Street, Richmond, VA 23219
www.dcjs.virginia.gov

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I. INTRODUCTION

The Department of Criminal Justice Services (DCJS) is making available federal funds for grants to support new programs that prevent and control crime and/or improve the functioning of the criminal justice system in the following seven purpose areas:

- 1) Law Enforcement Programs;
- 2) Prosecution and Court Programs;
- 3) Prevention and Education Programs;
- 4) Corrections and Community Corrections Programs;
- 5) Drug Treatment and Enforcement Programs;
- 6) Planning and Evaluation Programs; and
- 7) Crime Victim and Witness Programs.

Funds for these grants come from money allocated to Virginia by the U.S. Department of Justice, Bureau of Justice Assistance, through the Edward Byrne Memorial Justice Assistance Grant (JAG) Program.

Eligibility:

Virginia local units of government, state agencies, non-profit organizations, regional criminal justice training academies, and public colleges and universities are eligible to receive JAG funds and may apply. Non-profit organizations must include letters of support from the unit(s) of government of the jurisdiction(s) they will serve and a copy of a recent financial audit or review.

Applications proposing multi-jurisdiction projects will be considered provided that one locality serves as the applicant. Grant applications for these projects must include written consent to participate from the executive/administrative officer for each affected locality.

Only one application per agency, organization, regional criminal justice training academy, or public college or university may be submitted. Local units of government may submit multiple applications provided that the primary agencies responsible for the projects are different. For example, a locality may submit one application for a project in the police department and another for a project in the local community corrections agency.

Application Deadline:

Applications must be received by DCJS at 1100 Bank Street, Richmond, VA 23219 no later than 4:00 p.m., January 31, 2013. Applicants must mail an original and three (3) complete copies (4 total) to DCJS. **DCJS will not accept facsimile or electronically submitted applications and will not consider applications received after the deadline.**

Grant Period:

The grant period for approved projects will be from July 1, 2013 through June 30, 2014. Continuation funding may be available for up to three additional years. However, continuation funding will depend upon the availability of federal JAG funds, as well as project performance

and demonstration of continued need. Applicants should plan to assume the costs of successful projects when grant funds are no longer available.

Amount Available:

The total amount available is approximately \$1,500,000. The maximum amount that may be requested for a project, including the required cash match, is \$75,000.

Match Requirement, First Year:

In the first year, the grant recipient must pay at least 10% of the proposed project cost with cash from non-federal sources; federal funds may be used to pay no more than 90%. For example, if a project's total budget is \$75,000, federal JAG funds may be used to pay \$67,500 of that amount; and the grant recipient must provide the remaining \$7,500 in cash from non-federal sources. In-kind contributions cannot be used to satisfy the match requirement.

Match Requirement, Second Through Fourth Years:

Projects approved for continuation funding will be limited to the same total award amounts in subsequent years as they received in their first year. However, the required proportion of cash matching funds will increase in each subsequent year. In the second year, the match requirement will be 25% in cash from non-federal sources; in the 3rd year, the match requirement rises to 50% and in the fourth year to 75%. In all cases, in-kind contributions cannot be used to satisfy the match requirement.

Unallowable Costs:

Grant funds, including cash match, may not be used for: firearms, ammunition and related equipment; equipment normally and routinely provided by the locality, agency or organization to others in the same roles; clothing and uniforms normally and routinely provided to others in the same roles; construction or renovation; land acquisition; lobbying and political contributions; honoraria; bonuses; personal entertainment such as tickets to sporting events; personal calls; alcohol; food/beverages; or patrol or luxury vehicles.

Restrictions:

This solicitation is for new programs only.

Grant funds must not be used to supplant federal, state or local funds that otherwise would be available for the same purposes. Other restrictions specified in the federal guidelines governing this program may apply and will be included in the special conditions attached to awarded grants.

Equipment:

The purchase of equipment will only be allowed when the equipment is necessary and integral to the conduct of the project/program to be funded by the JAG grant. Equipment costs must be reasonable, thoroughly justified, and directly related to the grant project outcomes. **Note:** Proposals intended solely for the purchase of equipment or software should be submitted in response to the One-Time Equipment Grant solicitation, which will also be open until January 31, 2013.

Assistance:

Contact information for DCJS staff members is listed after the discussion for each purpose area for which funds are available, and after the instructions for completing the grant application.

II. JAG PURPOSE AREAS

JAG funds are used to support projects and programs to prevent and control crime and to improve the functioning of the criminal justice system in the following seven purpose areas:

- A. Law Enforcement Programs;
- B. Prosecution and Court Programs;
- C. Prevention and Education Programs;
- D. Corrections and Community-Based Corrections Programs for Adults or Juveniles;
- E. Drug Treatment and Enforcement Programs;
- F. Planning and Evaluation Programs; and
- G. Crime Victim and Witness Programs.

Grant applications must specify the purpose areas for their proposed projects and must be developed in accordance with any specific directions provided for those purpose areas in the following pages.

A. LAW ENFORCEMENT PROGRAMS

Purpose:

DCJS invites grant applications for projects to address crime through the provision of services directly to individuals and/or communities and by improving the effectiveness and/or efficiency of criminal justice system operations.

Discussion:

Projects may be proposed that:

- 1) Improve the functioning of the criminal justice system through strategies and programs that promote better system coordination, effectiveness and efficiency, and/or help agencies identify and respond to emerging criminal justice issues; or
- 2) Support crime prevention efforts targeted to adults that are well-designed, cost-effective, encourage community partnerships and include a thorough evaluation plan (note: for crime prevention programs targeting youth and young adults, please refer to the Prevention and Education JAG Purpose Area); or
- 3) Improve the timeliness, accuracy, completeness, and security of criminal justice information systems (e.g. calls for service, incident, case, and offender management; data storage, archive, and retrieval; data/information sharing and analysis; validation and purging of criminal intelligence systems; information system(s) security and audit.) **Note:** Proposals intended solely for the purchase of equipment or software should be submitted in response to the One-Time Equipment Grant solicitation, which will also be open until January 31, 2013.

Contact/Assistance:

For information or assistance related to law enforcement crime prevention projects, please contact Mr. Rick Arrington, 804.371.0863 or Rick.Arrington@dcjs.virginia.gov.

For information or assistance on projects dealing with information systems, please contact Mr. Butch Johnstone at 540.561.6656 or Butch.Johnstone@dcjs.virginia.gov.

For information or assistance with other law enforcement-related projects, please contact Ms. Kathi Lee at 804.786.4303 or Kathleen.Lee@dcjs.virginia.gov.

B. PROSECUTION AND COURT PROGRAMS**Purpose:**

DCJS invites grant applications for projects to improve the use of technology or training for Commonwealth's Attorneys and the courts in Virginia.

Discussion:

Projects may be proposed for:

- 1) State-level and multidisciplinary training that enhances the quality and effectiveness of prosecution or judicial handling of criminal cases in the Commonwealth; or
- 2) Projects that improve or enhance the use of technology in local prosecutors' offices or the courts (court projects must tie into plans and requirements that may be set by the Supreme Court of Virginia). **Note:** Proposals intended solely for the purchase of equipment or software should be submitted in response to the One-Time Equipment Grant solicitation, which will also be open until January 31, 2013.

Grant applications must include quantifiable and relevant data and must cite all data sources. Examples of data may include but are not limited to: data from studies specific to the area and problem, recommendations from state-level executives, judicial or legislative documents or reports, and other similar data.

Contact/Assistance:

For information or assistance on projects that involve prosecution, training programs, or court-related programs, please contact Mr. Joe Marshall at 804.786.1577 or Joe.Marshall@dcjs.virginia.gov.

For information or assistance on projects that involve information systems, please contact Mr. Butch Johnstone at 540.561.6656 or Butch.Johnstone@dcjs.virginia.gov.

C. PREVENTION AND EDUCATION PROGRAMS

Purpose:

DCJS invites grant applications for prevention and education strategies and programs targeted to youth and young adults. For crime prevention projects targeted to adults, please refer to the Law Enforcement JAG Purpose Area on page 6.

Discussion:

Proposals may be submitted for evidence-based strategies and projects that:

- 1) Address juvenile delinquency and crime prevention and have proven records of success;
- 2) Provide youth-focused, gang-related prevention and education programs, services and practices;
- 3) Develop and implement measures to prevent crime and enhance safety and security in schools and on college and university campuses, and in school-related activities;
- 4) Support evidence-based and best practice drug prevention programs and activities; or
- 5) Prevent juvenile crime through the coordination and collaboration of community stakeholders.

Priority consideration will be given to projects that replicate evidence-based programs, strategies, trainings and tools. Information on evidence-based programs/strategies can be found on various federal websites including but not limited to:

- [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP)
- [Substance Abuse and Mental Health Services Administration](#) (SAMHSA)
- [National Dropout Prevention Center](#) (NDPC)

Grant applications submitted in the Prevention and Education Programs category must include quantifiable and relevant data and must cite all data sources. Examples include: truancy data; school discipline data; arrest or intake data (totals as well as crime-specific data such as arrests/intakes for drug possession); community profile data (such as income, single family households, births to teen mothers, abuse and neglect rates, etc.); jail or detention data; local population data; data from studies specific to the area and problem; and other similar data.

Grant applications should also include: a description of the chosen model program, best practice or strategy; the process by which the applicant will replicate the chosen program or strategy with fidelity; and discussion of any anticipated modifications to the chosen program model.

Applicants are encouraged to include summary statements from studies or reports and descriptions of existing projects or gaps in juvenile-related prevention and education, as long as inclusion of such information further supports the need for the proposed project.

For drug prevention projects targeted to youth and young adults, please refer to evidence-based and best practices from federal sources such as:

- [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP)
- [Substance Abuse and Mental Health Services Administration](#) (SAMHSA).

Contact/Assistance:

For information or assistance on projects related to school/campus safety, please contact Ms. Kathi Lee at 804.786.4303 or Kathleen.Lee@dcjs.virginia.gov.

For information or assistance on projects related to juveniles, or for assistance with relevant local and statewide juvenile crime data sources, please contact Ms. Tracey Jenkins at 804.692.0977 or Tracey.Jenkins@dcjs.virginia.gov.

D. CORRECTIONS AND COMMUNITY-BASED CORRECTIONS PROGRAMS FOR ADULTS OR JUVENILES

Purpose:

DCJS invites grant applications for adult and juvenile corrections and community-based corrections initiatives designed to reduce the dependence on expensive and less-effective facility-based sanctions, strategies and programs.

Discussion:

Applications may be submitted for projects that:

- 1) Divert non-violent offenders from secure facilities;
- 2) Implement or improve re-entry and aftercare efforts;
- 3) Provide for pretrial and pre-adjudicatory services for defendants; or
- 4) Intervene with defendants and offenders involved with the justice system as a result of serious mental illness or chronic substance abuse.

Priority consideration will be given to projects that replicate evidenced-based programs, strategies, trainings and tools. Information on evidence-based programs/strategies can be found on various federal websites including but not limited to:

- [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP)
- [Office of Justice Programs](#) (OJP)
- [National Institute of Corrections](#) (NIC)

Evidence-based best practices are generally those that have been researched and validated by departments across the country and have been shown to successfully address, reduce and/or solve

a problem. In probation, that means utilizing tools such as a diagnostic risk assessment form, progressive sanctions and motivational interviewing techniques.

Current budget realities require the refinement of the correctional field and more prudent use of resources. This means funding for efforts that reduce dependence on detention and projects that include the development and maintenance of long-term strategies to ensure effective, sustainable results.

Applicants are encouraged to include summary statements from studies or reports and descriptions of existing projects or gaps in adult or juvenile corrections and community corrections as long as inclusion of such information further supports the need for the proposed project and does not exceed the page limit.

Grant applications should include: a description of the chosen model program, best practice or strategy; the process by which the applicant will replicate the chosen program or strategy with fidelity; and discussion of any anticipated modifications to the chosen program model.

Grant applications must include quantifiable and relevant data and must cite all data sources. Examples of data may include but are not limited to: release numbers; jail or detention data; local population data; data from studies specific to the area and problem; and other similar data

Contact/Assistance:

For information or assistance on projects related to adult diversion/community corrections services, please contact Ms. Paula Harpster at 804.786.1140 or Paula.Harpster@dcjs.virginia.gov.

For information or assistance on projects related to pretrial services, please contact Mr. Ken Rose at 804.225.4329 or Kenneth.Rose@dcjs.virginia.gov.

For information or assistance on projects related to adult re-entry, please contact Ms. Carol-Lee Raimo at 804.786.9652 or Carol-Lee.Raimo@dcjs.virginia.gov.

For information or assistance on projects related to adult intervention (due to mental illness or chronic substance abuse), please contact Ms. Stephanie Arnold at 804.371.0531 or Stephanie.Arnold@dcjs.virginia.gov.

For information or assistance on projects related to juveniles, please contact Ms. Tracey Jenkins at 804.692-0977 or Tracey.Jenkins@dcjs.virginia.gov.

E. DRUG TREATMENT PROGRAMS

Purpose:

DCJS invites grant applications to support community-based drug treatment programs.

Discussion:

Grant funds may be requested for projects that:

- 1) Provide community-based treatment which follows evidence-based, best practices including appropriate assessments and treatment approaches;
- 2) Provide community-based treatment that targets populations who are jail-bound, have co-occurring disorders, are misdemeanants, and/or are frequently in and out of the criminal justice system; or
- 3) Develop a local comprehensive plan for substance-abuse treatment and related enforcement strategies.

Funds requested for drug treatment activities should be part of a local comprehensive effort to address the problem of substance abuse.

Research-based principles for effective drug treatment should guide the development and offering of any treatment program. Drug addiction can be treated; research from the National Institute on Drug Abuse has shown that programs involving families, schools, and communities are effective in reducing drug abuse.

Grant applications should include a description of the evidence-based approaches that will be used including the length of program, treatment methods/techniques to be used, and evaluation and assessment practices and tools. For those proposing treatment programs, please consult resources published by the [National Institute on Drug Abuse](#) including:

- “Principles of Drug Abuse Treatment: A Research Based Guide”
- “Principles of Drug Abuse Treatment for Criminal Justice Populations: A Research Based Guide”

Evidence-based programs/strategies for treatment proposals also can be found on federal websites including, but not limited to:

- The [Substance Abuse and Mental Health Services Administration \(SAMHSA\)](#).

Grant applications must include quantifiable and relevant data. Examples of data may include but are not limited to: arrest or intake data with specific information on drugs and drug-related crime; data on jail, detention and/or probation populations; data from school or community surveys; data from studies specific to the area and problem; and other similar data. Proposals must cite all data sources.

Grant applications should also include summary statements from studies or reports, including recommendations from local plans and descriptions of existing projects or gaps in community-based drug treatment activities as long as inclusion of such information further supports the need for the proposed project and does not exceed page limits.

Restrictions:

Funding may be requested for drug treatment programming within jails or detention facilities only if appropriate aftercare/continuing care is available in the community following the individual's release from custody. Applications should include a description of how the linkages from custody to the community will be made to ensure a seamless transition for the offender. Preference will be given to projects that solicit coordination with relevant community and/or state agencies.

Contact/Assistance:

For information or assistance please contact Ms. Stephanie Arnold at 804.371.0531 or Stephanie.Arnold@dcjs.virginia.gov.

F. PLANNING AND EVALUATION PROGRAMS

Purpose:

DCJS invites grant applications to support criminal justice planning and evaluation activities.

Discussion:

Projects may be proposed that:

- 1) Support criminal justice planning activities, including the development of local comprehensive plans that foster collaboration and coordination across stakeholder agencies;
- 2) Examine current policies and/or practices and recommend or make changes to improve the effectiveness and functioning of the criminal justice system or specific agencies within the system;
- 3) Conduct data-driven assessments of system operations to determine where gaps or deficiencies may exist and make recommendations to change or improve effectiveness and functioning of the criminal justice system or specific agencies within the system;
- 4) Support research on current and emerging criminal justice issues;
- 5) Conduct assessments to determine evaluation readiness of existing programs or initiatives within the criminal justice system, or a specific agency within the system, and/or develop necessary elements, data collection tools and protocols which will be utilized in order to conduct future evaluations; or
- 6) Conduct process and/or outcome (impact) evaluations of existing programs or initiatives within the criminal justice system or a specific agency within the system (*process evaluations* focus on the elements of a program intervention delivery, such as whether or not the program was implemented as intended, *outcome (impact) evaluations* seek to determine the effect of a program or intervention).

Local comprehensive criminal justice plans should reference any other agency- or topic-specific plans related to stakeholder agencies. Plans should also identify assessments and evaluations where needed.

Grant applications should cite information, recommendations and statements from studies or reports, meeting minutes, local plans and other documents which may support the need for the proposed project and cite the sources for all information and data used.

Applications requesting funds for outcome (impact) evaluations should discuss the readiness of their organization to undertake the proposed projects.

Contact/Assistance:

For assistance with criminal justice planning and policy related questions, please contact Ms. Paula Harpster at 804.786.1140 or Paula.Harpster@dcjs.virginia.gov.

For information and assistance with evaluations and readiness assessments, please contact Ms. Sherri Johnson at 804.786.7427 or Sherri.Johnson@dcjs.virginia.gov.

G. CRIME VICTIM AND WITNESS PROGRAMS

Purpose:

DCJS invites grant applications for specified regional or statewide crime victim assistance projects.

Discussion:

Although the number of local and statewide programs that provide services to crime victims in Virginia has grown over the years, only limited funding has been available to train victims services professionals and criminal justice personnel who work with crime victims. The need for training is particularly evident with regard to the emerging issues of human trafficking and coordinated community responses to sexual violence.

Consequently, projects may be proposed for:

- 1) Regional or statewide, multi-disciplinary, training promoting improved identification, investigation, and prosecution of human trafficking offenses and coordinated, effective responses to victims of trafficking;
- 2) Regional or statewide training and/or resource development that enhances collaboration and coordination in identifying and more effectively responding to victims of human trafficking; or
- 3) Training in the development and improvement of Sexual Assault Response Teams (SART) or other SART-related training.

Contact/Assistance:

For assistance with projects related to human trafficking issues, or with Sexual Assault Response Teams, please contact Ms. Kristina Vadas at 804.786.7802 or Kristina.Vadas@dcjs.virginia.gov.

For assistance with projects related to other aspects of services to crime victims and witnesses, please contact Ms. Kassandra Edwards, at 804.786.3973 or Kassandra.edwards@dcjs.virginia.gov.

III. APPLICATION INSTRUCTIONS, REQUIRED FORMS, APPLICATION REVIEW PROCESS

Applicants must submit **an original and three (3) copies of the following:**

- 1) a completed Department of Criminal Justice Services [Grant Application cover form](#), signed by the city, county or town manager or state agency head, regional academy director, non-profit executive director, etc. See [Instructions](#) for completing a DCJS Grant Application cover form;
- 2) a [DCJS Itemized Budget](#) form listing the proper amount of federal funds and applicant cash matching funds. **NOTE:** Matching funds must be provided in the proper percentage for each line item where an expenditure of grant funds is proposed. See [Instructions](#) for completing a DCJS Itemized Budget form;
- 3) a Budget Narrative which explains and justifies the need for all funds requested and states the basis for the amounts requested. See [Instructions](#) for completing a Budget Narrative;
- 4) A Project Narrative, ten (10) pages maximum; see the instructions for completing the Project Narrative on the next page;
- 5) [DCJS Project Goals and Objectives Form\(s\)](#), as many as needed for your project; see pages 16-17 of these Guidelines for instructions;
- 6) The signature page of the [Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#) , signed by the city, county or town manager, state agency director, regional criminal justice academy director, non-profit executive director, etc.;
- 7) The signature page of the [General Grant Conditions and Assurances](#), signed by the city, county or town manager, state agency director, regional criminal justice academy director, etc.

Items 6 and 7 are required by DCJS and the federal government. The signature pages of these forms must be signed by the Project Administrator and returned with the grant application. Failure to include these forms delays the grant review process and may disqualify the application.

Certified Crime Prevention Communities:

Applications submitted by current Certified Crime Prevention Community (CCPC) localities as well as those localities that are seeking certification from DCJS through the CCPC Program, either as new applicants or recertification applicants, will receive a set number of extra points toward their total numerical score in the grant review process. If applicable, please indicate your CCPC status in the Need Justification section of your Project Narrative.

Instructions for Completing the Project Narrative:

The Project Narrative consists of the JAG Purpose Area, the Need Justification and the Project Description. **The Project Narrative should be limited to no more than ten (10) pages.** Its purpose is to: educate the reader about the applicant's community and organization; describe the severity of crime or criminal justice system issues and their impact on the community; state why grant funds are needed; and persuade the reader that the applicant's proposed project will address the identified issues effectively and successfully. In preparing the Project Narrative, please follow the instructions below.

JAG Purpose Area:

List the JAG Purpose Area under which you are applying: Law Enforcement; Prosecution and Court; Prevention and Education; Corrections and Community Corrections; Drug Treatment and Enforcement; Planning and Evaluation; or Crime Victim and Witness.

Need Justification:

In this section of the Project Narrative, the applicant should describe his/her community and organization; identify and describe in specific terms the nature, severity and extent of the crime or criminal justice system issues that the proposed project will address; and describe the impact that these issues have had on his/her community and organization. The applicant must provide statistics that support the existence and extent of the problem. Data sources for statistics may include crime statistics, crime trends, calls for service, population demographics, community needs assessments, surveys, or other sources of available information related to the identified problem. Data sources must be cited. Whenever possible, the applicant should show how the problem has grown over time. The applicant must explain clearly why there is a need for a grant. Describe existing resources and services that are currently available to address the problem, including any other federal or state grants, and state why those resources and services are inadequate.

Project Description:

In this section, provide a detailed, complete description of the project design and planned implementation activities, fully describing how the project will reach its stated goals and objectives. The project description must tie implementation activities to the project's goals, objectives and performance measures. Include a comprehensive timeline that identifies milestones and deliverables. Fully describe the capabilities of the applicant organization to implement the project. Identify the staff responsible for each activity and describe the competencies of the staff assigned to carry out and manage the project. Identify any key community partners and their responsibilities related to the proposed project. Include letters of support from key partners, other organizations that will be vital to the success of the project. Describe how the project will continue after grant funds are no longer available.

Project Plan and Objectives:

Applicants must complete and submit a [DCJS Project Goals and Objectives Form](#), using as many pages as necessary to thoroughly describe the proposed project. Failure to provide specific, measurable objectives and required performance measures may result in the elimination of your proposal from consideration.

Instructions for completing the 2013 JAG Project Goals and Objectives Form:

1) Goal:

Fill in the project goal. A goal is a broadly worded statement of purpose that describes ideal conditions and should relate to the JAG Purpose Area for the proposed project.

2) Objective:

Complete the Objective section of the 2013 JAG Project Goals and Objectives Form. Projects will have multiple objectives that relate directly to the problem identified in the Need Justification section of the Project Narrative. Number each objective. List each objective on a separate 2013 JAG Project Goals and Objectives Form. Objectives must be stated in terms that are specific/numeric, measurable, achievable, related to the stated goal and time-bound (SMART). Objectives identify the project's focus or targeted outcomes; specify who will benefit from or be changed by the proposed project; state the anticipated behavior change or result; state the projected degree of change from current conditions; and state what the project's beneficiaries will learn or be able to do as a result of the project.

3) Grant Start/End Dates:

This section of the form is filled in.

4) Implementation Plan Activities:

For each objective, complete the Implementation Plan Activities section of the 2013 JAG Project Goals and Objectives Form. Provide a thorough, specific list of activities and tasks that will be undertaken each quarter to accomplish each objective and to complete the project successfully. List one implementation task per row. Rows may be added. The Implementation Plan should mirror the Project Description section and include details such as when and where an activity will occur, who will conduct it, who and how many will participate in the activity and what resources and materials will be used in the activity. Important dates and milestones should be identified. If relevant, the applicant will provide specific information about the design and presentation of project-related training under this section.

5) Month:

For each implementation activity listed, indicate the month(s) during which it will occur. For example, for the Implementation Plan task, "Prepare DCJS quarterly financial and progress reports," the applicant would place a mark under September, December, March and June.

6) Performance Measures:

Grantees will be required to report quarterly on performance measures. Specific information will be provided upon award.

How to Submit an Application:

Applicants should adhere to the following instructions:

- do not alter the format of required DCJS forms;
- use 8 ½" by 11" paper only;

- adhere to the Project Narrative 10-page limit;
- use Times New Roman, 12-point font, double-spacing and one-inch margins and
- number all pages sequentially
- complete all parts of the application;
- include required signatures on the Application cover sheet and the signature pages from the two required federal forms;
- staple or clip individual copies of the application; do not submit bound applications;
- do not use appendix material to extend or substitute for the narrative portion of the application.

Submit one (1) **original and three (3) complete copies (4 in total)** of the application to:

Department of Criminal Justice Services
Office of Grants Management
1100 Bank Street
Richmond, VA 23219.

Applications must be **received at DCJS' offices by 4:00 p.m. January 31, 2013.**

Applications received after the deadline or via facsimile or electronic submission **will not be considered.**

For assistance with general questions about completing the grant forms, contact the DCJS grant monitors for your region:

- Southwest Virginia – Chuck Ruble at 276.326.2064 or Chuck.Ruble@dcjs.virginia.gov
- Central and Southeastern Virginia – Heather Smolka at 804.371.0635 or Heather.Smolka@dcjs.virginia.gov
- Northern and Eastern Virginia – Shelia Anderson at 804.786.9469 or Shelia.Anderson@dcjs.virginia.gov

(For assistance with specific questions related to the grant project's purpose, contact the DCJS staff listed under each purpose area in Section II of the Program Guide.)

Application Review Process:

DCJS staff will review grant applications and present their recommendations to subcommittees of the Criminal Justice Services Board which, in turn, will make recommendations to the full Board. The final decision will be made by the Criminal Justice Services Board.

GRANT APPLICATION CHECKLIST

- ☐ Has the first page of the Grant Application been completed, including Project Administrator's signature? [Administrator: city/town manager, county executive, mayor or chairman of the board of supervisors; the director of a state agency; the president of a college/university, regional criminal justice academy director, non-profit executive director, etc.]
- ☐ Have all applicable parts of the Grant Application Itemized Budget been completed?
- ☐ Does each entry on the Itemized Budget form show the federal fund amount **and** the required cash match amount as well as the total?
- ☐ Has a Project Budget Narrative been provided, explaining each item shown in the Itemized Budget?
- ☐ Is the Project Narrative no more than 10 pages in length?
- ☐ Does the Project Narrative contain the following:
 - ☐ JAG Purpose Area Title?
 - ☐ Need Justification?
 - ☐ If applicable, is CCPC status included?
 - ☐ Project Description?
- ☐ Completed DCJS Goals and Objectives Forms?
- ☐ If a private, non-profit agency, is a copy of your IRS tax-exempt status letter, and recent financial audit or review included?
- ☐ Signed copies of the General Grant Conditions and Assurances and Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements; two (2) signature pages total?
- ☐ Does the material being submitted include one (1) original and three (3) copies (4 total) of the completed Grant Application?